

## ORDINANCE NO. 110-08

BY: **SEAN BRENNAN**  
(By Request – Law Director)

AN ORDINANCE TO AMEND SECTION 167.02  
“MEETINGS; FUNCTIONS” OF CHAPTER 167  
“CITY RECORDS COMMISSION” OF THE  
CODIFIED ORDINANCES OF THE CITY OF  
PARMA, AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARMA, STATE OF OHIO:

Section 1. That Section 167.02 “Meetings; Functions” of Chapter 167 “City Records Commission” of the Codified Ordinances of the City of Parma which presently reads as follows:

“167.02 MEETINGS; FUNCTIONS.

... .

(b) The functions of the Commission shall be to:

(1) ... .

(2) Review for approval or disapproval disposal lists of City records submitted by Municipal offices.

(c) The Commission may authorize the disposal of those records which have been microfilmed or which no longer have administrative, legal or fiscal value to the City or its residents. Before the Commission finally authorizes the disposal of such records, it shall first provide at least sixty days written notice to the State Bureau of Inspection and Supervision to permit it to object to the proposed disposal and to the Ohio Historical Society to permit it to take custody of the records concerned.”

**is hereby amended to read as follows:**

“167.02 MEETINGS; FUNCTIONS.

... .

(b) The functions of the Commission shall be to:

(1) ... .

(2) Review for approval or disapproval **one-time** disposal lists of **obsolete** records **or schedules of records retention and disposition** submitted by Municipal offices.

(c) The Commission may authorize the disposal of those records which have been microfilmed or which no longer have administrative, legal or fiscal value to the City or its residents. Before the Commission finally authorizes the disposal of such records, it shall first provide **the Ohio Historical Society a schedule of the records to be disposed for review at least one-hundred fifty (150) days prior to the anticipated disposal date of the records. The Ohio Historical Society will forward the schedule to the Auditor of State no more than sixty (60) days after receipt. The Auditor of State shall approve or disapprove the schedule within sixty (60) days of receipt from the Ohio Historical Society. After approval from the Auditor of State and prior to disposal of the records, the commission shall submit a certificate of records disposal to the Ohio Historical Society. The Ohio Historical Society shall be given a period of fifteen (15) business days upon receipt of the certificate of records disposal to take custody of any of the records listed on the certificate which it considers as having historical value.**”

Section 2. That Section 167.02 "Meetings; Functions" of Chapter 167 "City Records Commission" of the Codified Ordinances of the City of Parma, as it existed heretofore, is hereby repealed.

Section 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare of the City of Parma, and for the further reason that this measure is necessary in order to bring this section in compliance with State law, and this Ordinance shall become immediately effective upon receiving the affirmative vote of two-thirds of all members elected to Council and approval of the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
CLERK OF COUNCIL

FILED WITH  
THE MAYOR: \_\_\_\_\_  
MAYOR, CITY OF PARMA, OHIO